

Janitorial Specifications and Standards
FAA Anchorage Flight Inspection Field Office
4610 W. Int'l Airport Road
Anchorage, AK 99502
01 June-12

The Anchorage FIFO (Flight Inspection Field Office) has two designated floors assigned as office space. Service is required on Monday (full service), Wednesday (full service), and Friday (limited services) each week. Service shall be performed during Duty hours, usually any time during the hours of 12:00 p.m. and 3:00 p.m. Work shall be done at the scheduled time unless mutually agreed by the contractor and the contracting officer's representative (COR).

The Contract is to provide all cleaning supplies and expendable equipment such as brooms, mops, toilet paper, trash bags and dust cloths. The Contractor is to provide a vacuum cleaner and carpet shampooer or the required equipment. This contract will include all floor, hallways, and entryways (total square footage 12,350) a diagram of the coverage area is attached. All work described herein shall be done in accordance with the following specification and standards.

A. Weekly: On Monday (full services), Wednesday (full services), and Friday (Limited Services):

1. Item: Floors, Uncarpeted – Monday, Wednesday and Friday

Specifications: After vacuuming or sweeping floors, mop with a detergent solution, Remove all spots, stains marks, and streaks with an appropriate cleaning agent for floors, baseboards, doorjambes, cabinets, and furniture legs.

Standard: A properly mopped and cleaned floor is free of all deposits, stains, streaks, film, brush marks, and odors.

2. Item: Floors, carpeted – Monday and Wednesday

Specifications: Vacuum carpeting with an industrial-type vacuum and inspects for spots, when spots appear, remove with an appropriate spot removing solution using manufacturer's recommended techniques.

Standard: A properly spot-cleaned vacuumed rug or carpet is free of all stains, matted areas and cleaning marks, a uniformly bright appearance, and odor free.

3. Item: Restrooms and Shower Room – Monday, Wednesday and Friday

Specification: Damp wipe all wash basin faucets, dispenser, plumbing fixtures, tops and bottom of toilet seats, pipes, wall in the immediate area of washbasins, and spot clean toilet doors and partition with a solution of water, detergent, and odor counteracting and germicide. Pour a quantity of the solution into each bowl and urinal and clean with a bowl brush. Remove stubborn stains in washbasins with a chlorinated powder and remove lime deposits, rust or other stains from toilet bowls and urinals with an acid-type cleaner.

Janitorial Specifications and Standards
FAA Anchorage Flight Inspection Field Office
4610 W. Int'l Airport Road
Anchorage, AK 99502
01 June-12

Damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Rinse treated areas thoroughly with clean water after each treatment. Clean mirrors with a commercial glass cleaner and polish with a lint-free cloth. FILL ALL SOAP, PAPER TOWEL, AND TOILET PAPER DISPENSERS. Empty all waste containers. Insure proper working operation. Vacuum floors and mop with a solution of water, detergent, odor counteracting and germicide.

Standard: A properly cleaned restroom is free of all streaks, deposits and odor.

4. Item: Furniture dusting – Monday and Wednesday

Specification: Dust all cabinets, tables, chairs, counter, bookcases, radiators, windowsills, doorsills, banisters, consoles, and wall-mounted appurtenances; remove all spots and stains with a damp cloth. Equipment such as radios and electronic equipment, sitting or stored on shelves and tables, is not to be dusted, moved, or handled.

Standard: A properly cleaned and dusted surface is free of all spots, stains, dust lint and cobwebs.

5. Item: Entrance Mats – Monday and Wednesday

Specification: Vacuum mats in front and side entrance.

Standard: A properly cleaned area is free of ice and snow.

6. Item: Janitor closet – Monday and Wednesday

Specification: Damp wipes all washbasins, faucets, pipe, and walls in the immediate area of the washbasins with a solution of water, detergent, and odor counteracting germicide. Use a chlorinated powder to remove stubborn stains, damp wipe all cleaned surfaces with clean water and wipe dry with a clean cloth. Vacuum floors and mop with a solution of water, detergent, and odor counteracting germicide. Store supplies in a neat and orderly manner and in accordance with the FAA fire Safety Inspection program.

Standard: A properly cleaned janitor's closet is free of all stains, streaks, smudges, deposits, odors, and debris and has an orderly appearance.

7. Item: Waste Receptacles – Monday, Wednesday and Friday

Specification: Empty all waste containers into contractor furnished plastic bags and wipe receptacles inside and out as necessary. Waste receptacles that have been lined with a plastic bag are not required to be wiped provided no leakage has occurred. Plastic liners are to be

Janitorial Specifications and Standards
FAA Anchorage Flight Inspection Field Office
4610 W. Int'l Airport Road
Anchorage, AK 99502
01 June-12

changed when stained or soiled. Please seal plastic trash bags in the outside containers serving the FAA compound.

B. Semi-Annual: To be performed in March and September

1. Item: Floors, Uncarpeted, Buffing and Waxing

Specification: Strip all old wax from tiled floors using an appropriate industrial grade wax remover and a brush or steel wool agitation. Remove all marks and stains with an appropriate cleaning agent. Rinse with clean water to remove all wax deposits. Wax with an appropriate non-skid wax, equal or superior to Federal Specification P-W-155A, using the manufacturers recommended techniques. Buff to a uniform gloss. Remove all wax deposits from furniture legs, cabinets, baseboards, and doorjambs.

2. Item: Carpet cleaning.

Specification: After vacuuming, shampoo the carpeting using an industrial-grade, foam rug cleaner, using manufacturer's recommended techniques. The time for accomplishment will be agreed upon between the contractor and the contracting officer's representative.

Standard: A properly shampooed carpet is free of all streaks, stains, and matted areas and has a uniformly bright appearance.

3. Item: Windows: Inside and Out.

Specification: Wash all windows on the inside and outside. Wipe away all spillage, drippings, and stains immediately with damp clothe. When temperatures are below 30F, add an appropriate alcohol or chemical to the solution to prevent freezing.